



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 02/17/2015	Employee Requisition Number ER-15147	JOB OPPORTUNITY	
Title/Position: SUPERVISOR			
Pay Grade HG 7	Salary Range \$22,380-29,161	Classification Hourly	
Department: ELDERLY NUTURITION	Location: Okmulgee	Location Code: 901	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The purpose of the position is to provide oversight and direction to ensure smooth operation of the Elderly Nutrition Program and its employees at the eleven (11) centers located within the Muscogee Creek Nation. The position plays a critical role in ensuring the efficient operation of each nutritional center
Principal Duties and Responsibilities:	Monitor sequence of operations and the priority of work production from each nutrition center, interview and recommend selection of food service workers, initiates disciplinary actions and performance requirements. Supervise, schedule and coordinate the menu planning, food production and service, safety and sanitation, space and equipment and day-to-day operations of the nutrition centers. Ensures that established sanitation and safety standards are maintained. Maintain inventory controls, forecast and plans the purchase of food, supplies and equipment. Prepare and maintain work schedules for Roving Cook and kitchen staff. maintain timekeeping and attendance records for ENP staff. Ensure efficient operation of the eleven (11) nutritional centers. Makes site visits on a regular and frequent basis. Monitor day-to-day operations of each facility identifying problem areas and taking corrective action. Coordinates programs for the development of the foodservice staff designed to increase professional knowledge and experience. maintain required reports and data and ensure that they are provided to germane parties in a timely manner. Responsible to the Program Manager in accordance to policies and procedures of the program. Regular attendance is required. Performs other duties as assigned.
Minimum Requirements:	High School Diploma or GED or 2 years relevant experience. knowledge of food preparation on a large scale
Preferred Requirements:	Bachelors Degree in food Service with emphasis in nutrition or closely related field.
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:

Food Handlers Permit

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☒ Fumes or airborne particles ☒ Outside weather conditions ☒ Toxic or caustic chemicals
☒ Risk of electrical shock ☒ Vibration ☒ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about



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the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.